

Chief, Records Management Staff

8 April 1957

DAD/BI

Original NIS Manuscripts


1. New procedures have been established for the retention of subject OBI material for reference purposes. Experience has shown that retention of NIS manuscripts for a period of six months after the publication of the NIS elements to which they pertain is adequate to the needs of this Office. After this date, these manuscripts will, therefore, be held in OBI for that period of time, and then destroyed.

2. With respect to the manuscript material now at the Records Center (ORR Records Control Schedule Item 165) you are authorized and requested to destroy this material as follows:

a. All NIS manuscript material assigned to the Records Center prior to 30 January 1957 may be destroyed immediately.

b. NIS manuscript material transferred to the Records Center on Job No. 57-349, dated 30 January 1957, may be destroyed on 30 July 1957.

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Distribution:

Orig & 2 - addressee

1 - OBI (Records Control
Survey)

1 - nh chrono

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